



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK  
Commissioner

## NOTICE OF EXAMINATION

**ASSISTANT MECHANICAL ENGINEER**  
Exam No. 3109

**WHEN TO APPLY:** From: May 3, 2023

**APPLICATION FEE: \$68.00**

To: May 23, 2023

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE  
BEFORE YOU SUBMIT YOUR APPLICATION.**

### WHAT THE JOB INVOLVES:

Assistant Mechanical Engineers, under supervision, perform mechanical engineering work of moderate difficulty and responsibility and may supervise subordinate employees. They perform engineering calculations using college level math; perform design work on mechanical parts, basic plumbing, heating, ventilation and air conditioning (HVAC) systems and water distribution systems; prepare quantity estimates, cost estimates, memos, reports, letters and specifications; review manufacturers' catalogs and samples, drawings (shop, plan, construction, design), shop testing procedures for mechanical equipment to meet standards and outside consultants' designs; take photographs of project sites and details of existing buildings; take and verify measurements of buildings, bridges and mechanical parts; develop drawings of proposed and final designs, mechanical component sections and details; attend meetings with developers, contractors, architects and fabricators; participate in inspection operations by observing, checking and certifying the installation of materials and equipment; attest to equipment performance and test results of materials; research reference materials; may drive a motor vehicle or take public transportation to various work sites. All Assistant Mechanical Engineers perform related work.

Some of the physical activities performed by Assistant Mechanical Engineers and environmental conditions experienced are: Walking to and from inspection sites and during the course of inspections; climbing and descending ladders or stairs to get to areas to be inspected; standing for extended periods of time; working in confined areas; distinguishing colors; opening manhole covers; wearing hard hats and respirators for manhole inspections; bending and stooping during inspections; climbing over and around various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; and working outdoors in all kinds of weather.

#### **Special Working Conditions:**

Assistant Mechanical Engineers may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

### THE SALARY:

The current minimum salary is \$60,554 per annum. This rate is subject to change.

### HOW TO QUALIFY:

You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you will not receive a score.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

**The education requirement must be met by June 30, 2023. The experience requirement must be met by the last day of the Application Period (May 23, 2023).**

1. A baccalaureate degree from an accredited college or university in mechanical engineering or mechatronics and one year of full-time satisfactory experience in mechanical engineering work; **or**
2. A baccalaureate degree from an accredited college or university and a Master's degree from an accredited college or university in mechanical engineering or mechatronics.

**License Requirement:** A Motor Vehicle Driver's License valid in the State of New York may be required for certain assignments. If required, this license must be maintained for the duration of appointment.

The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required **only** if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation:  $21/35 \times 12 = 7.2$  months.

**You have until midnight Eastern time on the last day of the Application Period (May 23, 2023) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.**

**If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (May 23, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination, and your application fee will not be refunded.**

**You will not receive credit for education which you obtain after June 30, 2023 or experience which you obtain after the end of the Application Period (May 23, 2023).**

**Residency:** City residency is not required for this position.

**English Requirement:**

You must be able to understand and be understood in English.

**Proof of Identity:**

Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

**HOW TO APPLY:**

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/Home/FAQ>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites. The centers will be open Monday through Friday from 9:00 AM to 5:00 PM.

**Manhattan**

2 Lafayette Street  
17th Floor  
New York, NY 10007

**Brooklyn**

210 Joralemon Street  
4th Floor  
Brooklyn, NY 11201

**Queens**

118-35 Queens Boulevard  
5th Floor  
Forest Hills, NY 11375

**Staten Island**

135 Canal Street  
3rd Floor  
Staten Island, NY 10304

**Bronx**

1932 Arthur Avenue  
2nd Floor  
Bronx, NY 10457

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov).

**Special Circumstances Guide:** This guide is located on the DCAS website at

[https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf\\_c\\_special\\_circumstances\\_guide.pdf](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

**REQUIRED INFORMATION:**

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (May 23, 2023) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (May 23, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

3. **Foreign Education Evaluation Guide (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. When you contact the evaluation service, ask for a **"document-by-document" (general)** evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last day of the Application Period (May 23, 2023).

**THE TEST:**

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

<b>If you have full-time satisfactory experience in mechanical engineering work performed subsequent to receiving a baccalaureate degree in mechanical engineering or mechatronics from an accredited college or university for:</b>	<b>You will receive up to:</b>
At least 12 months but less than 14 months	15 points
At least 14 months but less than 16 months	17.5 points
At least 16 months but less than 18 months	20 points
At least 18 months but less than 20 months	22.5 points
At least 20 months but less than 22 months	25 points
At least 22 months but less than 24 months	27.5 points
24 or more months	30 points
 <b>If you have full-time satisfactory experience in plumbing, mechanical or fire protection systems for:</b>	 <b>You will receive up to:</b>
At least 1 year	5 points

<b>If you have full-time satisfactory construction experience in the office or field for:</b>	<b>You will receive up to:</b>
At least 1 year	5 points
<b>If you have full-time satisfactory experience in computer programs such as Excel, Microsoft Word, or Powerpoint for:</b>	<b>You will receive up to:</b>
At least 1 year	5 points
<b>If you took and passed the Fundamentals of Engineering (FE) Examination:</b>	<b>You will receive:</b>
	5 points

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation:  $21/35 \times 12 = 7.2$  months.

**Experience used to meet the minimum requirements cannot be used to gain additional credit.**

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it by the end of the Application Period. You will not receive credit for education which you obtain after June 30, 2023 or experience which you obtain after the end of the Application Period.**

**You have until midnight Eastern time on the last day of the Application Period (May 23, 2023) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.**

**If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (May 23, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.**

**Education must be obtained by June 30, 2023 and experience must be obtained by the last day of the Application Period (May 23, 2023).**

#### **CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:**

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess)
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs)
- Submit a written request by email at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov), by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address, and/or new telephone number.

#### **CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:**

Use the Data Correction Form and follow all the instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

#### **THE TEST RESULTS:**

If you pass the Education and Experience Exam, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has

been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

#### **ADDITIONAL INFORMATION:**

**Selective Certification For Driver License (MVO):** If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing your Education and Experience Exam and submit it in the Online Application System (OASys). Your Driver License will be checked by the appointing agency at the time of appointment. If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

**Selective Certification for Certifications and/or Special Experience:** If you have the certification and/or experience listed in one or more of the areas below, you may be considered for appointment to positions requiring this certification and/or experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification and/or experience. If you wish to apply for Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam and submit it in the Online Application System (OASys). Your certification and/or experience will be checked by the appointing agency at the time of appointment.

**Selective Certification for Mechanical Engineering (MLE):** At least one (1) year of full-time, satisfactory experience performing mechanical engineering work for a railroad, or performing mechanical engineering work in railroad or railcar technology for a company that manufactures, repairs or upgrades railcars for a railroad, or in any one of the following specialties - HVAC, plumbing, building construction or facilities management.

**Selective Certification for Experience in Energy Conservation and Efficiency (ECE):** At least one (1) year of full-time, satisfactory experience in New York City Energy Conservation Code (NYCECC), analysis of property's energy usage, and/or building energy audits.

**Selective Certification for Positions Requiring Energy Management (Foundational) (EMF):** Possession of a valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE").

**Selective Certification for Positions Requiring Energy Management (Extensive) (EMX):** Possession of a valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE") and at least one of the following valid certifications from AEE: Certified Energy Auditor ("CEA"), Certified Building Commissioning Professional ("CBCP"), or Certified Measurement and Verification Professional ("CMVP").

**Selective Certification for Positions Requiring Energy Auditing (ENA):** Possession of at least one (1) of the following valid certifications: Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE"), Certified Energy Auditor ("CEA") certification from AEE, High Performance Building Design Professional ("HBDP") certification from the American Society of Heating, Refrigerating and Air Conditioning Engineers ("ASHRAE"), Building Energy Assessment Professional ("BEAP") certification from ASHRAE, or Multi-Family Building Analyst ("MFBA") certification from the Building Performance Institute ("BPI").

**Selective Certification for Positions Requiring Building Commissioning (BDC):** Possession of at least one (1) of the following valid certifications: Existing Building Commissioning Professional ("EBCP") certification from the Association of Energy Engineers ("AEE"), Certified Building Commissioning Professional ("CBCP") certification from AEE, or Certified Commissioning Authority ("CxA") certification from AABC Commissioning Group ("ACG").

**Selective Certification for Positions Requiring Sustainability (SUS):** Possession of at least one (1) of the following valid credentials: LEED Green Associate ("LEED GA") accreditation from the U.S. Green Building Council ("USGBC"), LEED Accredited Professional accreditation from the USGBC with specialization in Building Design + Construction or Operations+ Maintenance ("LEED AP BD+C" or "LEED AP O+M"), or Environmental Sustainability Professionals ("ENV SP") certification from the Institute for Sustainable Infrastructure ("ISI").

**Selective Certification for Positions Requiring Energy Management (Foundational) and Sustainability (EFS):** Possession of a valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE") and at least one of the following valid credentials: LEED Green Associate ("LEED GA") accreditation from the U.S. Green Building Council ("USGBC"), LEED Accredited Professional accreditation from the USGBC with specialization in Building Design+ Construction or Operations+ Maintenance ("LEED AP BD+C" or "LEED AP O+M"), or Environmental Sustainability Professionals ("ENVSP") certification from the Institute for Sustainable Infrastructure ("ISI").

**Selective Certification for Positions Requiring Greenhouse Gas Emissions Analysis Experience (GHG):** At least one (1) year of full-time satisfactory experience conducting analysis, inventories, and/or verification of greenhouse gas emissions.

**Selective Certification for Positions Requiring Building Equipment Systems Experience (BES):** At least one (1) year of full-time, satisfactory experience in the design or examination of plans for the construction, alteration, or repair of building equipment systems

**Selective Certification for Positions Requiring Crane Experience (CEC):** At least one (1) year of full-time satisfactory experience in crane operations, the design or review of plans and specifications for cranes, engineering investigations of crane incidents, and/or field assessments of stability and safety of cranes.

**Selective Certification for Positions Requiring Code Experience (CCE):** At least one (1) year of full-time satisfactory experience using the NYC Construction Codes or International Building Code.

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet this requirement at some future date, please submit a request by email to [LMACustomerService@dcas.nyc.gov](mailto:LMACustomerService@dcas.nyc.gov) or by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your full name, OASys Profile ID number, and the Selective Certification(s) you are requesting on your correspondence.

**Application Receipt:**

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

**PENALTY FOR MISREPRESENTATION:**

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcas](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 20410; Engineering Occupational Group.

**For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)**